

Missouri Department of  
Elementary and Secondary Education

School Food Services

# Application-Agreement User Manual

July 18, 2001, Version 1.0  
Information Technology

## Overview

This system is designed to facilitate the administration of Child Nutrition Programs to public and non-public Local Education Agencies (LEA) throughout the state of Missouri. The system will enable compliance with both the State of Missouri and United States Department of Agriculture (USDA) regulations by the School Food Services Section of DESE.

The system includes the functionality for processing and maintaining Application-Agreements required for each LEA. LEA Claims for Reimbursement will be processed by the system with a direct feed of Claims for Reimbursement to accounting. The standard payment system results in a monthly reimbursement payment being made to the LEA. Additional functionality will be provided to facilitate the day-to-day workings of the School Food Services Section of DESE.

The system will be WEB based, meaning all functionality will be provided via web screens. Both LEA and DESE personnel will view, enter/update, submit, and approve data in this fashion.

The **National School Lunch, Breakfast, After School Snack, Special Milk, and Donated Food Programs Permanent Application-Agreement** is a document originated and submitted by the LEA Authorized Representative. Upon being reviewed by DESE personnel the Application-Agreement is approved by the DESE School Food Services Section Director putting the Application-Agreement into force. Once approved by the LEA and DESE School Food Services Section, the Application-Agreement is continuously in force until terminated per instructions set in the Application-Agreement.

School Food Services Program participation by each LEA changes throughout the duration of the permanent Application-Agreement. The system allows the LEA to update their Application-Agreement data at any time during the year and requires a review and update at the beginning of each school year. The LEA program participation data are maintained at the building level.

The LEA submits a **Lunch, Breakfast, After School Snack, and Special Milk Claim for Reimbursement** (claim for reimbursement) monthly. LEA Claims for Reimbursement are made by *Meal Count Centers*. A *Meal Count Center* is an LEA building where the students are actually served the School Food Services Program(s) and counted for reimbursement. Students from more than one LEA building may be served a School Food Services Program at one *Meal Count Center*. Student program participation counts are reported on the Claim for Reimbursement of the *Meal Count Center* where they are served the School Food Services Program. *Meal Count Center* Claim for Reimbursements are monitored and edit checked for program participation through Application-Agreement data.

The system is functionally subdivided into the following processes: Application-Agreement Regular Term, Application-Agreement Summer Term, Claims for Reimbursement, Child Nutrition Programs Summary, Annual Income and Expense Report, Student Direct Certification, CRE/SMI/TA Review Tracking, Food Management Company Contract Tracking, System Maintenance, and Reporting.

The School Food Services system is built within the DESE enterprise model and was developed utilizing Computer Associates' CASE tool COOL:Gen. WEB screens are best viewed with Microsoft Internet Explorer version 5.0 or newer with a screen resolution of 1024x768.

## Security

Security within the system will be maintained by QA Technologies' Application Guardian Security (AGS) component. This component creates and builds roles based on business requirements.

Roles defined are:

### DESE

SFS Level 2 Final Approval - Highest level of approval  
SFS Level 1 Approval - Second highest level of approval  
SFS Edit - Data entry and Save data for Application-Agreement, Claim for Reimbursement, and Income and Expense Report  
SFS FMC Contract - Food Management Company Contract  
SFS CRE/SMI/TA Review - CRE/SMI/TA Review  
SFS View - View all data

### LEA

SF LEA Authorized Representative - Highest level of approval. Will be able to submit Claim for Reimbursement in addition to SF LEA Submit and SF LEA Save access.  
SF LEA Submit - Second highest level of approval. Will be able to submit Application-Agreement and submit an Amended Claim for Reimbursement in addition to SF LEA Save access.  
SF LEA Edit - Data Entry/Edit and Save data for Application-Agreement, Claim for Reimbursement, and Income and Expense Report  
SF LEA View - View all data.

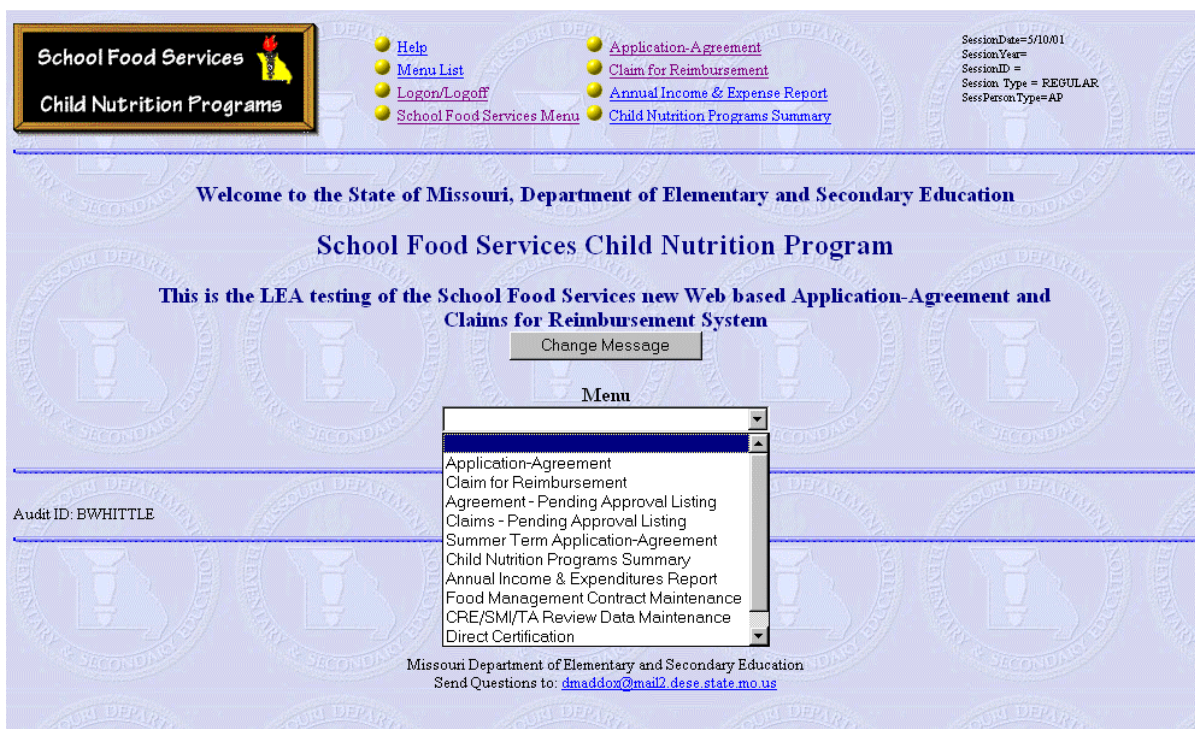
## School Food Services Main Menu (DESE)

The Main Menu screen can be accessed through the standard DESE logon WEB screen at <http://k12apps.dese.state.mo.us/webapps/logon.asp>.

### Functionality

**School Food Services Informational Message (SFS only)** - The text on the menu screen provides important information relevant to the School Food Services system. The text content will be specified and maintained by School Food Services personnel through the system maintenance WEB screen.

**Menu List** – Drop-down list where selection of desired system function may be chosen. The menu list is dependent on the type of user (LEA or SFS).

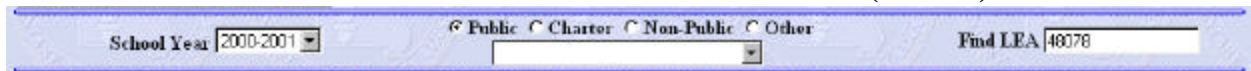


## School Food Services System Header (DESE)



The SFS System Header is common to all SFS WEB screens. It provides the standard look and feel of most DESE systems. Namely, clicking [Help](#) will open a window displaying the contents of this document, the [School Foods Services User Manual](#). Clicking [Menu List](#) will return the user to the [System Selection](#) Web Page. Clicking [Logon/Logoff](#) will log the user out of all DESE system and return the user to the main [LOGON](#) screen. Clicking [School Food Services Menu](#) will return the user to the [School Food Services Main Menu](#) Web Page. Clicking [Application-Agreement](#), [Claim for Reimbursement](#), [Annual Income & Expense Report](#), or [Child Nutrition Programs Summary](#) will take the user to the selected Web Page.

## School Food Services Selection Header (DESE)

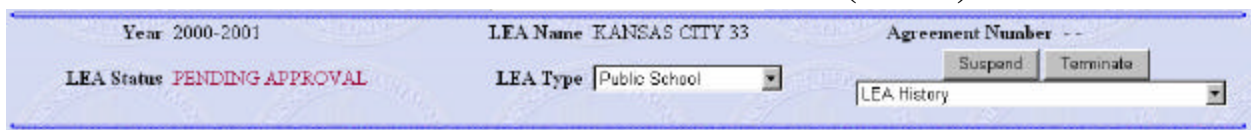


The SFS Selection Header is common to most SFS WEB screens. It provides selections available for the LEA currently being viewed. [School Year](#) is a drop-down box containing valid school years that may be selected to view that year's data for the selected LEA. DESE Information Technology will maintain the year/year detail tables. [LEA List](#) drop-down box provides a selection of LEAs eligible to participate in School Food Services programs. Selecting a LEA from the drop down list will display that LEA's data.

School Food Services personnel, through a GUI window accessing Educational Institution, control the LEAs listed. LEAs in this list are eligible to submit Application-Agreements and Claims for Reimbursement but not necessarily receive direct payments. [Find LEA](#) is an entry box to key in a valid LEA agreement number to automatically view that LEA's data.

?? *LEA not found in Educational Institution*

## School Food Services Status Header (DESE)



The SFS Status Header is common to most SFS WEB screens. It provides status information on the data currently viewed. [Year](#) displays the school year for the data being viewed. [LEA Name](#) provides the name of the current LEA. [Agreement Number](#) displays the agreement number for the current LEA. Educational Institution component supplies this data and is maintained separate from School Food Services. [LEA Status](#) displays the status of the data being viewed. [LEA Type](#) provides the classification of the current LEA. The selections of Public, Public-Charter, Non-Public, State Schools, Laboratory Schools, and Blind/Deaf Schools are included in a drop down list. LEA type is selected by DESE School Food Services personnel on initiation of a LEA as a School Food Services eligible participant. LEA type is used to identify LEAs for payments and reporting purposes. [LEA History](#) is a drop-down box displaying all statuses of the current LEA. You may choose any selection in the box by clicking on it to display that data on the WEB screen.

?? *Error: LEA type must be selected*

?? *Error: LEA Status not found*

?? *Error: LEA Status not = APPROVE - Updates not allowed*

## **Application-Agreement Instructions and Life Cycle**

### **New**

Complete Parts 1 – 12 of the Application-Agreement.

Complete Building List and Building Data (Part 13).

- a. Buildings may only be removed if a claim has not been filed against it. Once a building has been removed, it may not be included in past or future data.
- b. Access Building Data screen and complete for each building.

The new Application-Agreement data are submitted by the LEA to DESE School Food Services. Status is *New*.

### **Pending**

The submitted Application-Agreement has a status of *Pending Approval* during which time the LEA may only view the Application-Agreement.

### **Approved/Disapproved**

DESE School Food Services personnel has approved/disapproved the submitted Application-Agreement. Status is *Approved or Disapproved*.

### **Amendment**

Amendments may only be made *AFTER* an Application-Agreement has been approved. The prior Application-Agreement is in effect until the amendment process is approved. When DESE School Food Services approves the amended Application-Agreement, the prior Application-Agreement is end-dated.

### **Renewal**

Renewal for each LEA must be completed once a year. This requires updates by the LEA and approval by DESE School Food Services. The status will be “renewal.”

### **Suspend**

An Application-Agreement may be suspended while in the “approved” status for various reasons. Please contact School Food Services for these reasons. While the status is “suspend,” Claim for Reimbursement should be submitted but payment will not be processed until the suspension is removed.

### **Termination**

An LEA may be terminated and will not be able to renew, submit, or amend an Application-Agreement, nor will be able to submit a Claim for Reimbursement. The LEA must contact School Food Services for reinstatement.


## Application-Agreement (DESE)

The [Application-Agreement](#) WEB screen is accessed by clicking the [Application-Agreement](#) bullet at the top of the screen (School Food Services System Header) or by selecting from the Menu selection box on the [School Food Services Main Menu](#) WEB screen.

The [Application-Agreement](#) WEB screen contains information required to participate in the nutrition program(s) of DESE School Food Services. Data will be entered and reported by each participating LEA. Due to the length of this page, it will be subdivided and discussed accordingly.

### Functionality

It is important to note again that all applicable Edit Checks will be presented in *italic*. Edit checks are defined as inspections the program performs to ensure that valid data has been entered.

The question mark box  noticed throughout the pages will directly take you to a help feature for the section you are inquiring.

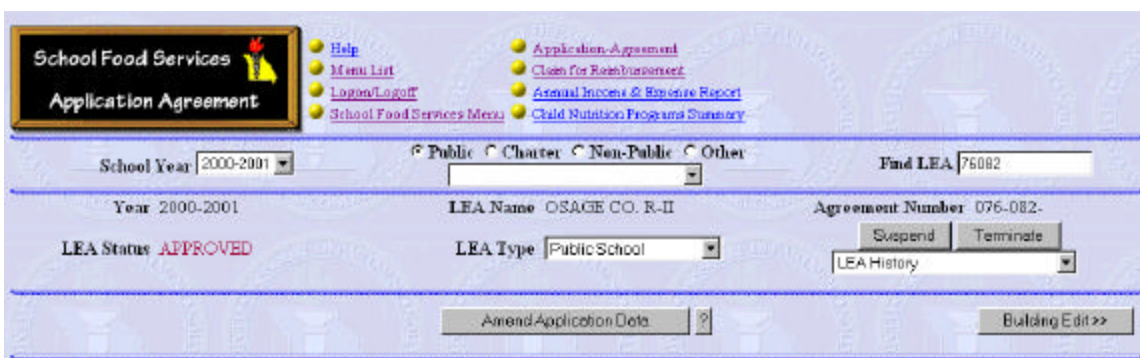




Figure (1)



 The **Save** button is used while entering information to save data. The user should click the Save button frequently during data entry to avoid loss of data. Edit checks will be performed and the Errors or Warnings button displayed if either exist. The Save button is visible only when Submit button is visible.

 The **Submit** button performs the same functions as the Save button. In addition, it will save the current data then verify it for errors/warnings by running all edit checks. The data will be saved, but not submitted until all errors are corrected and passes all edit checks. After the LEA successfully submits data, changes cannot be made to the Application-Agreement until DESE personnel approve/disapprove the Application-Agreement. The Submit button is visible only when new agreement/amend/renewal is pending submittal.

1. **If errors exist** - If errors exist, the data **cannot** be submitted and the user is returned to the Application-Agreement screen and the *Errors* button is displayed. The User must click the *Errors* button to view the errors. User must correct errors then resubmit the data by clicking the Submit button.





2. **If warnings exist** - If edit checks result in warnings, then user will be returned to the Application-Agreement screen and the *Warnings* button displayed. The user must click the *Warnings* button to view the warning and make corrections. If data is correct and warnings exists, then the user **must** view the warning and enter a comment before clicking the submit button again. The user will be advised that the data is being submitted with warnings and asked to 'ok' the submission. Status of the Application-Agreement is set to *Pending DESE Approval*.
3. **If no errors or warning exist** – If no errors or warnings exist, data will be submitted and the status of the Application-Agreement set to *Pending DESE Approval*.

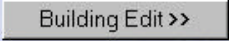
The **Approve**  and **Disapprove**  buttons are displayed after the LEA has submitted the Application-Agreement data. The Assistant Director and Director of School Food Services will have sole access to this feature (see section on Security).


1. Upon selection **Approve**, the system will record the current date and change the status of the [Application-Agreement](#) to *Approved*.
2. If *Disapprove* is chosen, the reasons should be noted in the *Comments* section located at the end of the page. The Application-Agreement will then have to be re-submitted after updates have been completed either by DESE School Food Services or the LEA. Authorized DESE School Food Services personnel will then examine the Application-Agreement for approval.

The approved Application-Agreement data will be stored for history.

 If edit checks result in errors then the **Errors** button is displayed. Clicking the **Errors** button will bring up the errors/warnings screen displaying all errors and warnings found by the edit checks. If errors and warnings are found in the edit checks then **only** the **Errors** button is displayed. Errors must be corrected before data can be submitted.

 If edit checks result in warnings, then the **Warnings** button is displayed. Clicking the **Warnings** button will bring up the warnings screen displaying all warnings found by the edit checks.

 The **Building Edit** button (SFS only) will access the [Building Data](#) and [Building List](#) WEB screens.

 The Amend Application Data button is used to access the amendment process. The LEA may submit amendments to their approved Application-Agreement at any time and the status will be *Amend*. During the approval process, the prior approved Application-Agreement remains in effect.

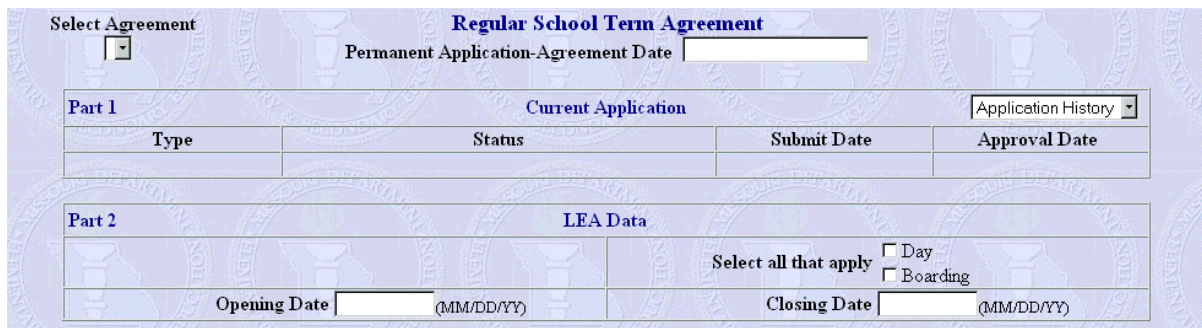


Figure (2)

### Current Application (Figure 2)



**Select Agreement** - This drop-down list contains all events that have taken place on the Application-Agreement. It serves as a history feature. Selection from the list will display the indicated event for the indicated time period.

**Permanent Application-Agreement Date** - The effective date for LEAs participating in the School Food Services Program will be initially loaded to July 1, 2000. For new LEAs, the date is the submit date but is editable by DESE School Food Services personnel.

?? *Error: Permanent Application-Agreement date must be entered*

**Application Type and Status** - This field will display the status of the Application-Agreement. The valid values of New, Renewal, Pending DESE Approval, Approved, and Disapproved will be displayed.

1. **New** – New is defined as a valid LEA that has no current Application-Agreement.
2. **Renewal** – Status for Application-Agreement after a new year has become effective and the LEA has not submitted the new year's data. Application-Agreement Renewal will be made on an annual basis.
3. **Pending DESE Approval** - Pending is defined as awaiting approval/disapproval from DESE School Food Services.
4. **Approved** - Approved indicates acceptance by DESE School Food Services.
5. **Disapproved** - Disapproval indicates errors or issues not resolved.
6. **Suspended** – Current Application-Agreement is locked and no amendments or claims for reimbursements can be made.

?? *Error: LEA Status not found*

?? *LEA Status not = APPROVE - Updates not allowed*

**Submit Date** – The submit date will be a system-generated date of the date the Application-Agreement was submitted.

**Approval Date** – The approval date will be a system-generated date of the date the Application-Agreement was approved by SFS.

#### **LEA Data** (Figure 2)

**Selection of Day and/or Boarding** – Depending on the LEA Type, the appropriate selection should be made according to the following criteria. If LEA type, *Public, Public-Charter, State Schools, Laboratory Schools* is chosen, then *Day* will be the default without the option of *Boarding*. If Non-Public or Blind/Deaf School is chosen, then *Day* and/or *Boarding* is selected.

?? *Error: Day School or Boarding School must be checked according to LEA Type.*

**Opening Date** - The date that the LEA will begin serving School Food Services programs. Month used to determine the first month that an LEA may submit a Claim for Reimbursement.

?? *Error: Opening Date must be entered*

?? *Error: Opening Date not within selected School Year*

**Closing Date** – The approximate date that the LEA will stop serving School Food Services programs for current school year. LEA may submit Claims for Reimbursement for all months through June for the current Application-Agreement.

?? *Error: Closing Date must be entered*

?? *Error: Closing Date must be later than Opening Date*

?? *Error: Closing Date not within selected School Year*

<b>Part 3</b>					<b>Program Participation</b> ?
<input type="checkbox"/> School Lunch <input type="checkbox"/> Severe Need	<input type="checkbox"/> School Breakfast	<input type="checkbox"/> After School Snack	<input checked="" type="checkbox"/> Donated Food	<input type="checkbox"/> Special Milk	

Figure (3)

### **Program Participation** (Figure 3)

**LEA Program Participation** – The LEA selects the School Food Services Programs they will participate in.

1. Severe Need - *Severe Need* is displayed under school lunch for LEAs that qualify.
2. Donated Food (SFS only) - Check box for School Food Services personnel entry – indicates LEA is receiving donated food.

?? Error: At least one Program Participation must be checked

?? Error: Lunch Program Participation checked, No Buildings participating in the Lunch Program

?? Error: Breakfast Program Participation checked, No Buildings participating in the Breakfast Program

?? Error: After School Snack Program Participation checked, No Buildings participating in the After School Snack Program

?? Error: Special Milk Program Participation checked, No Buildings participating in the Special Milk Program

?? Error: After School Snack Program Participation checked, Lunch Program Participation must be checked

<b>Part 4</b>						<b>Meal Charges</b> ?
	Elementary	Middle/ Junior High	High School	Reduced Price	Adult Charge	
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Snack	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

(Figure 4)

### **Meal Charges** (Figure 4)

**Meal Charges** – LEA will enter the highest student charge for each program by classification. Reduced Price for lunch cannot exceed \$0.40, Reduced Price for breakfast cannot exceed \$0.30, and Reduced Price for snack cannot exceed \$0.15. Adult Charge is the highest charge to any adult for each program. Adult charge should reflect the full cost to produce the lunch or breakfast meal.

?? Warning: Elementary Lunch Charge = 0, Lunch Program Participation checked

?? Warning: Elementary Lunch Charge > 0, Lunch Program Participation not checked

?? Warning: Middle/Junior High Lunch Charge = 0, Lunch Program Participation checked

?? Error: Middle/Junior High Lunch Charge > 0, Lunch Program Participation not checked

?? Warning: High School Lunch Charge = 0, Lunch Program Participation checked

?? Error: High School Lunch Charge > 0, Lunch Program Participation not checked

?? Warning: Reduced Price Lunch Charge = 0, Lunch Program Participation checked

?? Error: Reduced Price Lunch Charge > 0, Lunch Program Participation not checked

?? Error: Reduced Price Lunch Charge cannot exceed .40 cents

?? Warning: Adult Lunch Charge = 0, Lunch Program Participation checked

?? Error: Adult Lunch Charge > 0, Lunch Program Participation not checked

?? Warning: Elementary Breakfast Charge = 0, Breakfast Program Participation checked

?? Error: Elementary Breakfast Charge > 0, Breakfast Program Participation not checked

?? Warning: Middle/Junior High Breakfast Charge = 0, Breakfast Program Participation checked

?? Error: Middle/Junior High Breakfast Charge > 0, Breakfast Program Participation not checked

- ?? Warning: High School Breakfast Charge = 0, Breakfast Program Participation checked
- ?? Error: High School Breakfast Charge > 0, Breakfast Program Participation not checked
- ?? Warning: Reduced Price Breakfast Charge = 0, Breakfast Program Participation checked
- ?? Error: Reduced Price Breakfast Charge > 0, Breakfast Program Participation not checked
- ?? Error: Reduced Price Breakfast Charge cannot exceed .30 cents
- ?? Warning: Adult Breakfast Charge = 0, Breakfast Program Participation checked
- ?? Error: Adult Breakfast Charge > 0, Breakfast Program Participation not checked
- ?? Warning: Elementary After School Snack Charge = 0, After School Snack Program Participation checked
- ?? Error: Elementary After School Snack Charge > 0, After School Snack Program Participation not checked
- ?? Warning: Middle/Junior High After School Snack Charge = 0, After School Snack Program Participation checked
- ?? Error: Middle/Junior High After School Snack Charge > 0, After School Snack Program Participation not checked
- ?? Warning: High School After School Snack Charge = 0, After School Snack Program Participation checked
- ?? Error: High School After School Snack Charge > 0, After School Snack Program Participation not checked
- ?? Warning: Reduced Price After School Snack Charge = 0, After School Snack Program Participation checked
- ?? Error: Reduced Price After School Snack Charge > 0, After School Snack Program Participation not checked
- ?? Error: Reduced Price After School Snack Charge cannot exceed .15 cents
- ?? Warning: Adult After School Snack Charge = 0, After School Snack Program Participation checked
- ?? Error: Adult After School After School Snack Charge > 0, After School Snack Program Participation not checked

<b>Part 5</b>		<b>Special Milk Program</b> ?
Highest Dairy Cost per Half Pint	<input type="text"/>	Free Milk Option <input type="checkbox"/>
Highest Charge to Student per Half Pint	<input type="text"/>	

Figure (5)

### **Special Milk Program** (Figure 5)

**Special Milk Program** – If Special Milk program box is checked in program participation, then LEA must complete this section. The Highest Dairy Cost per Half Pint is the cost the LEA is charged per half pint of milk. The Highest Charge to Student per Half Pint is the cost the student pays for a half pint of milk. If Free Milk Option is offered, checkbox should be marked.

- ?? Warning: Highest Charge to Student per Half Pint = 0, Special Milk Program Participation checked
- ?? Error: Highest Charge to Student per Half Pint > 0, Special Milk Program Participation not checked
- ?? Error: Free Milk Option checked, Special Milk Program Participation not checked
- ?? Highest Dairy Cost per Half Pint = 0, Special Milk Program Participation checked
- ?? Highest Dairy Cost per Half Pint > 0, Special milk Program participation not checked
- ?? Highest Dairy Cost per Half Pint > .99 cents
- ?? Highest Charge to Student per Half Pint > or = .25 cents

<b>Part 6</b>		<b>Food Service Data ?</b>	
Number of Food Service Employees		<input type="text"/>	
<b>Part 7</b>		<b>Menu Planning ?</b>	
<b>Planning Methods Used</b> <input type="text"/> <input type="button" value="Remove"/>		<b>Planning Methods</b> (Select all that apply) <input type="text"/> <ul style="list-style-type: none"> <li>Nutrient Standard</li> <li>Assisted Nutrient Standard</li> <li>Traditional Food Based</li> <li>Traditional Food Based - Meat/Meat Alternate Modification</li> </ul> <input type="button" value="Add"/>	
Computer Software Utilized		<input type="text"/>	

(Figure 6)

### **Food Service Data** (Figure 6)

**Number of Food Service Employees** – Enter number of full-time and/or part-time people involved in the preparation and service of the lunch and breakfast programs. If LEA contracts with a Food Management Company, also include the number of contract employees on site.

?? Error: Number of Food Service Employees > 0, Special Milk Only Program Participation checked

?? Warning: Number of Food Service Employees = 0 or > 350

### **Menu Planning** (Figure 6)

**Menu Planning** – Select the planning methods that are valid for the current school year. Multiple selections may be made. If Nutrient Standard or Assisted Nutrient Standard method is selected, then computer software utilized must be selected.

?? Error: At least one Menu Planning Method must be selected

?? Error: Menu Planning Computer Software Utilized must be selected

?? Error: Menu Planning Method selected, Special Milk Only Participation checked

?? Error: Menu Planning Computer Software Utilized selected, Special Milk Only Participation checked

**Computer Software Utilized** – Select from the provided drop-down list the software (if applicable) used at your facility for food service data.

<b>Part 8</b>		<b>LEA Authorized Representative ?</b>	
Name (First,MI,Last,Title)		<input type="text"/>	
Job Title		<input type="text"/>	
Mailing Address for all School Food Services correspondence			
Street		<input type="text"/>	
P.O. Box		<input type="text"/>	
City		<input type="text"/>	
State		<input type="text"/>	
Zip Code		<input type="text"/>	
Business Phone		<input type="text"/>	
Residence Phone		<input type="text"/>	
Fax		<input type="text"/>	
E-mail Address		<input type="text"/>	

(Figure 7)



### **LEA Authorized Representative** (Figure 7)

These data fields contain name, job title, address, phone numbers and e-mail address of the Authorized Representative of the specified LEA.

**Name** - Enter first name, middle initial and last name. Choose title (prefix) from the drop-down list. These include Miss, Ms., Mrs., Mr., Reverend, Dr. and Colonel.

?? *Error: LEA Authorized Representative First Name must be entered*

?? *Error: LEA Authorized Representative Last Name must be entered*

?? *Error: LEA Authorized Representative Title must be selected*

**Job Title** - Choose job title from drop-down list.

?? *Error: LEA Authorized Representative Job Title must be selected*

**Street Address** – Complete street address where all correspondence will be sent.

**P.O. Box** - Complete if correspondence will be sent to a post office box.

**City** – Mailing or physical address of city of the LEA to which all correspondence will be sent.

**State** – Choose state from drop-down list.

**Postal Code** – Must enter a valid postal code.

?? *Error: LEA Authorized Representative Street or P.O. Box must be entered*

?? *Warning: LEA Authorized Representative Street Address should be entered if available*

?? *Error: LEA Authorized Representative City must be entered*

?? *Error: LEA Authorized Representative Zip Code must be entered*

**Business Phone** - This should be the business phone number of the specified Authorized Representative with the optional extension.

?? *Error: LEA Authorized Representative Business Phone must be entered completely*

**Residence Phone** - This number should be the residence number of the authorized representative of the specified LEA.

?? *Warning: LEA Authorized Representative Residence Phone requested for after hours emergency purposes*

**Fax** - This number should be the fax number of either the LEA or residence of the Authorized Representative.

**E-mail Address** - This data should be the preferred e-mail address the LEA Authorized Representative prefers to receive correspondence electronically.

Figure (8)

### **Claim Contact Data** (Figure 8)

These data fields contain name, job title, phone numbers and e-mail address of the Claim Contact of the specified LEA.

**Claim Contact** – This data should be entered if the Claim Contact is different from the Authorized Representative. These data fields contain name, phone numbers and e-mail address of Claim Contact of the specified LEA.

**Name:** Enter first name, middle initial and last name. Choose title (prefix) from the drop-down list. These include Miss, Ms., Mrs., Mr., Reverend, Dr. and Colonel.

- ?? Error: Claim Contact First Name must be entered if Claim Contact Last Name is entered
- ?? Error: Claim Contact Last Name must be entered if Claim Contact First Name is entered
- ?? Error: Claim Contact Title must be selected if Claim Contact First and Last Name is entered
- ?? Error: Claim Contact Title cannot be selected if Claim Contact First and Last Name is not entered
- ?? Error: Claim Contact Business Phone cannot be entered if Claim Contact Name is not entered
- ?? Error: Claim Contact Fax cannot be entered if Claim Contact Name is not entered
- ?? Error: Claim Contact E-mail cannot be entered if Claim Contact Name is not entered

**Business Phone:** This should be the phone number for the specified Claim Contact with the optional extension.

**Fax:** This number should be the fax number of the LEA's Claim Contact.

**E-mail Address:** This data should be the preferred e-mail address of the LEA Claim Contact who prefers to receive correspondence electronically.

The screenshot shows a web form titled "Part 10 Food Service Director/Head Cook". The form has a light blue background with a repeating pattern of school seals. The fields are as follows:

- Name (First,MI,Last,Title):** A text input field for the name, followed by a small square icon and a drop-down menu for the title.
- Business Phone:** A text input field for the business phone number.
- Extension:** A text input field for the phone extension.
- Fax:** A text input field for the fax number.
- E-mail Address:** A text input field for the email address.

(Figure 9)

### **Food Service Director/Head Cook** (Figure 9)

These data fields contain name, phone numbers and e-mail address of the Food Service Director of Head Cook of the specified LEA.

**Name** - Enter first name, middle initial and last name. Choose title (prefix) from the drop-down list. These include Miss, Ms., Mrs., Mr., Reverend, Dr. and Colonel.

- ?? Error: Food Service Director/Head Cook First Name must be entered if Lunch or Breakfast Program Participation is checked
- ?? Error: Food Service Director/Head Cook First Name must be entered if Food Service Director/Head Cook Last Name is entered
- ?? Error: Food Service Director/Head Cook Last Name must be entered if Lunch or Breakfast Program Participation is checked
- ?? Error: Food Service Director/Head Cook Last Name must be entered if Food Service Director/Head Cook First Name is entered
- ?? Error: Food Service Director/Head Cook Title must be selected if Lunch or Breakfast Program Participation is checked
- ?? Error: Food Service Director/Head Cook Title must be entered if Food Service Director/Head Cook First and Last Name is entered
- ?? Error: Food Service Director/Head Cook Title cannot be selected if Food Service Director/Head Cook First and Last Name is not entered

**Business Phone** - This should be the phone number for the specified Food Service Director with the optional extension.

?? *Error: Food Service Director/Head Cook Business Phone must be entered completely if Food Service Director/Head Cook Name is entered*

?? *Error: Food Service Director/Head Cook Business Phone cannot be entered if Food Service Director/Head Name is not entered*

**Fax** - This number should be the fax number of the LEA's Food Service Director.

?? *Error: Food Service Director/Head Cook Fax cannot be entered if Food Service Director/Head Cook is not entered*

**E-mail Address:** This data should be the preferred e-mail address of LEA Food Service Director or Head Cook to receive correspondence electronically.

?? *Error: Food Service Director/Head Cook Email Address cannot be entered if Food Service Director/Head Cook is not entered*

Part 11 Free and Reduced Policy Determining Official Job Title ?  
Title [ ]

Part 12 Free and Reduced Policy Hearing Official Job Title ?  
Title [ ]

Figure (10)

**Free and Reduced Policy Determining Official Job Title** (Figure 10) – The job title of the person elected as the Determining Official of the Free and Reduced Policy needs to be chosen from the provided drop-down list.

?? *Error: Free and Reduced Policy Determining Official Job Title must be selected if Lunch, Breakfast, or Free Milk Participation is checked*

**Free and Reduced Policy Hearing Official Job Title** (Figure 10) – The job title of the person elected as the Hearing Official of the Free and Reduced Policy needs to be chosen from the provided drop-down list.

?? *Error: Free and Reduced Policy Hearing Official Job Title must be selected if Lunch, Breakfast, or Free Milk Participation is checked*

Part 13 Building Program Participation ? Enter/Edit Building Data >>

Building Count	14	Non-Area Eligible Snack	0
Lunch		Special Milk	0
Basic Breakfast		Preparation Centers	1
Severe Need Breakfast		Meal Count Centers	3
Area Eligible Snack			

Figure (11)

### **Building Program Participation** (Figure 11)

**School Building Participation Data**

Enter/Edit Building Data >>

The **Enter/Edit Building Data** button will access the building data screens. The School Building Participation Data are read only fields that display the building participation counts per LEA.



Part 15		Food Management Contract Data ?		Enter/Edit Contract Data >>	
Contracted with Food Management Company		Yes		Company Name Taylor Foods Company	
Start Year	1998-99	Contract Type	Fixed		
Contract Length(yrs)	5	Re-Bid Year	2004-05		
Start Date	07/22/1998	End Date	07/22/2004		

Figure (12)

### Food Management Contract Data (Figure 12)

#### Food Management Enter/Edit Contract Data Button (DESE ONLY)

Enter/Edit Contract Data >>

The **Enter/Edit Contract Data** button located to the right of the screen will access web screens for maintenance of Food Management Company Contract data. Please see the Food Management Company Contract Data section for details.

**Food Management Contract Data** – If the LEA is contracted with a Food Management Company, then this section of data will be present. Data maintained by DESE School Food Services per information is supplied by the LEA. The fields are read-only.

?? Error: The Food Mgmt Co indicator must be selected with Yes or No.

?? Error: The Food Mgmt Co name must be selected from list if indicator = Yes.

?? Error: The Food Mgmt Co indicator must = Yes if Food Mgmt Name is selected.

Part 14		SFS Review Data ?		Enter/Edit Review Data >>	
		Review Year		Reviewers / SFS Personnel	
Coordinated Review Effort	2001			Steve Borden, Abbey Marnot	
School Meals Initiative					
Technical Assistance					

Figure (13)

### SFS Review Data (Figure 13)

#### DESE Review Data Maintenance Button

Enter/Edit Review Data >>

Located to the right of the screen is a button labeled **Maint** that will initiate the [DESE Review Data Maintenance](#) WEB Screen. Please see the DESE Review Data section for details.

**CRE (Coordinated Review Effort) Review Year and Reviewers** – The read-only fields will contain the year and reviewers of the most recent Coordinated Review Effort.

**SMI (School Meals Initiative Review) Review Year and Reviewers** – The read-only fields will contain the year and reviewers of the most recent School Meals Initiative Review.

**Technical Assistance and DESE Personnel** - The read-only fields will contain the year and name(s) of DESE personnel who provided the most recent technical assistance.

dmaddox@mail2.dese.state.mo.us'."/>

**LEA Comments:**

**SFS Comments:**

**SFS Permanent Comments:**

Audit ID: BWHITTLE

Missouri Department of Elementary and Secondary Education  
Send Questions to: [dmaddox@mail2.dese.state.mo.us](mailto:dmaddox@mail2.dese.state.mo.us)

Figure (14)

### Comments (Figure 14)

**LEA Comments** – This comment box is reserved for the LEA to correspond messages to DESE School Food Services regarding their Application-Agreement. These comments can be viewed by both the LEA and DESE School Food Services. The maximum is 1000 characters.

**DESE Comments** – This comment box is reserved for DESE School Food Services personnel to correspond messages to the LEA regarding their Application-Agreement. These comments can be viewed by both the LEA and DESE School Food Services. The maximum is 1000 characters.

**DESE Permanent Comments** – This comment box is reserved for DESE School Food Services personnel to record notes concerning the specified LEA regarding their Application-Agreement. These notes will not be deleted and will be viewed by DESE School Food Services only and will serve as a form of history. The maximum is 1000 characters.